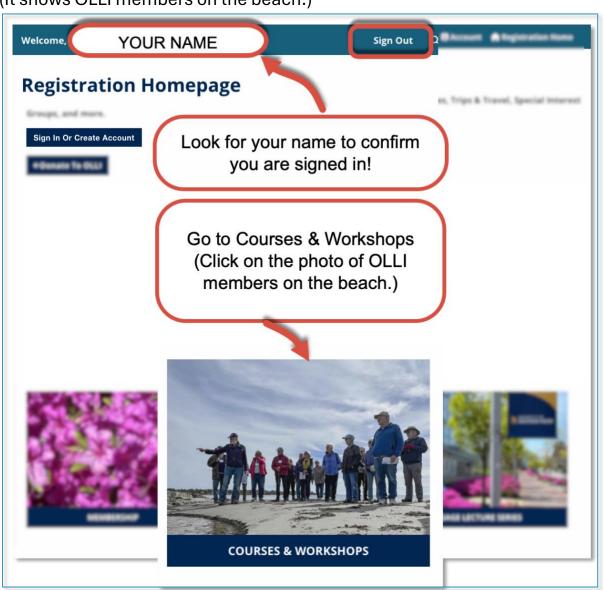
#### **How to Register and Pay for OLLI Courses & Workshops**

#### To register for OLLI Courses & Workshops

You must be a current member and be signed into your OLLI account.
Not sure how to sign in? Please consult the following: <u>Visual guide to registration for current OLLI members</u>

# Once you are signed in and on the Registration Homepage.

Select **Courses & Workshops f**rom the six photo buttons on that page. (It shows OLLI members on the beach.)



# The Courses & Workshops page shows four buttons. These organize the list of offerings in four different ways.

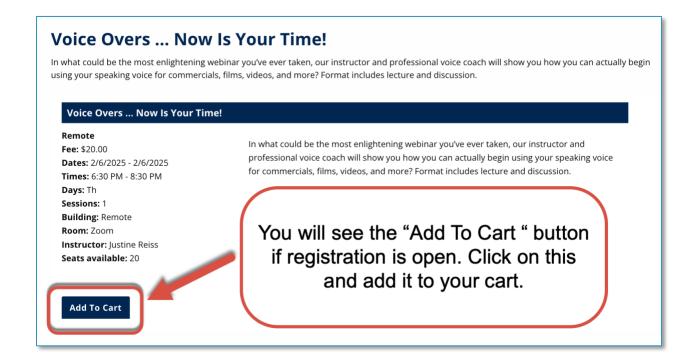
#### Search by clicking on one of the blue buttons:

- Topic Areas
- Schedule (Days of the Week)
- Using OLLI Course Catalog Search
- Or, select Courses by Delivery Styles (i.e. In-person

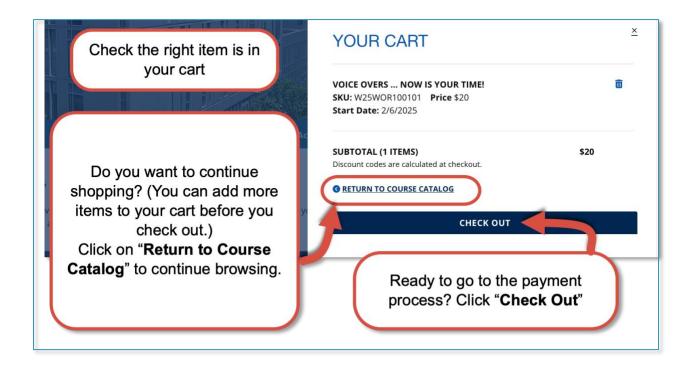
#### Choose the option that suits you.



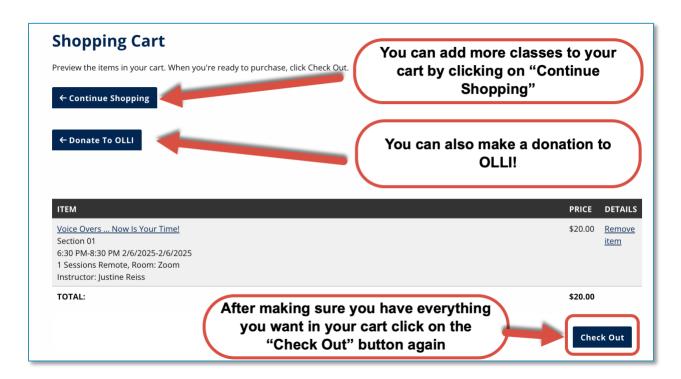
If registration is open and available, you can search for through the offerings. If you find a course or workshop you would like to register for click on the "Add to Cart" button. (See the example below).



## The Cart window will open on the right of your page



# Next window - Your Shopping Cart



## What to expect in the payment process.

(Be prepared to go through a number of windows.)

### First Step - verifying your OLLI account contact information.

- **1.** Please check that you have what you want to pay for in your shopping cart.
- **2.** Next, check that your contact information is correct and up to date.

(Use the edit button to make and necessary updates.)

3. Apply any Promo Codes you have from OLLI.

# Second Step - After verifying your OLLI account information, you will enter the Credit Card Payment Process

- 4. Please note OLLI cannot accept Apple Pay
- **5.** Follow the directions for paying by credit card. Some of this will feel repetitive as the credit card company will also want to verify your contact information and billing address. etc.
- **6.** Carefully enter your credit card numbers with no dashes or spaces.
- **7.** Double-check your credit card account number as a mistake will cause a delay in processing your order.

When you have completed the payment process you will receive an email confirming your registration.